



**State of Arizona
Department of Education**

Diane M. Douglas
Superintendent of
Public Instruction

TO: Alternate Assessment Test Coordinators

FROM: **Audra Ahumada**, Director of Alternate Assessment

DATE: March 30, 2016

**ALERT: MSAA Test Window Opens, Writing Prompt Information, Adding,
Moving or Deleting Students from the system**

The MSAA Test window is now open! Please check to be sure all training has been completed thus testing can begin. The MSAA test sessions will take much longer than our Test Administrators are used to, so please do not wait until the last minute.

Writing Prompt Information

Attached please find the following document:

- **MSAA Writing Prompt Information**-Please read and distribute to your teachers. Many of these questions have come from our teachers.

Adding, Moving, or Deleting Students

- If you need to **Add** students, please send Audra Ahumada the student's SAIS ID. We want to be sure students are added correctly so that there are not any errors with their records once the test window closes. Also, if you try to add a student that is already in the system you will get an error message. Only the State can move students from one district/charter to another.
- If you need to **Move** a student from one school to another, please send us the information and we will process that for your district or charter.
- If you have a student that has **Withdrawn** - PLEASE leave them in the system for now. Then a week before the test window closes you can "Close" the student's tests if the student remains on your list. If a student enrolls in another district ADE will move the student.
- If you have a student that is **No Longer Eligible**, - you can close this student's test using the action button.
- If you have students in the system with their school IDs, not SAIS IDs, please call the Alternate Assessment office immediately.

Please make sure to communicate these instructions with your test administrators.

If you have any questions, please contact Audra Ahumada at 602.542.4061 (Audra.Ahumada@azed.gov).

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